

MADERA COUNTY

ASSISTANT DISTRICT ATTORNEY

DEFINITION

Under general administrative direction, to assist in planning, directing, managing, and overseeing the functions, operations, and programs of the District Attorney's Office; to provide a variety of professional legal services through the District Attorney's Office; to assume responsibility for the District Attorney's Office in the absence of the District Attorney; and to do related work as required.

SUPERVISION EXERCISED

Exercises direct supervision over professional, technical and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Assists in planning, directing, managing, and overseeing the functions, operations, and programs of the District Attorney's Office; develops and administers assigned budgets, prepares budget requests, and controls expenditures; selects, directs, supervises, trains, and evaluates assigned staff; reviews and examines complaints filed by arresting officers; interviews complainants and witnesses with regard to prospective legal cases; conducts pleadings, arraignments, pretrial agreements, and other aspects of criminal and civil trial work; may assign projects to investigators; performs legal research; negotiates agreements with defense attorneys; makes recommendations on whether or not to proceed to trial, selection of jurors, prosecution of cases, sentences, and disposition of files; prepares correspondence and reports; presents and prosecutes penal code violations in Madera County Courts, and Appellate Courts, as appropriate; conducts citation hearings; consults with other legal staff on questions of evidence and law and procedure related to specific legal problems; provides advice on search and seizure and development of evidence to local law enforcement personnel; handles specialized legal assignments; directs investigations by law enforcement officials; drafts search warrants; represents the District Attorney's office with the public and other government agencies; handles investigations relating to personnel problems and complaints; serve as the District Attorney upon the request or absence of the District Attorney.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Operation, services, and functions of the District Attorney's Office.
- Principles of criminal, constitutional, and administrative law.
- Specialized legal knowledge of assigned areas.
- Judicial procedures and the rules of evidence.
- Principles, practices, methods, and materials of legal research.
- Legal procedures and documents used in court cases.

Knowledge of:

Principles and techniques of management and program administration.
Principles and practices of supervision, training, and performance evaluation.
Principles and practices of budget development, preparation, and expenditure control.

Skill to:

Operate modern office equipment.

Ability to:

Assist with planning, directing, managing, and overseeing the functions and activities of the District Attorney's Office.
Prepare and present accurate and comprehensive reports and recommendations.
Supervise, train, and evaluate the work of assigned staff.
Research, analyze, and apply legal principles, facts, evidence, and precedents to legal problems.
Mediate issues of concern to staff members.
Develop and prepare an assigned budget and control expenditures.
Be responsible for an assigned area of legal specialty.
Analyze and appraise a variety of legal documents and instruments.
Prepare and present criminal cases at all levels of the court system.
Present statements of fact, law, and argument clearly and logically in written and oral form.
Deal tactfully and courteously with others when representing the Madera County District Attorney's Office.
Communicate clearly and concisely, both orally and in writing.
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Four years of increasingly responsible experience in the practice of criminal law, which includes at least one (1) year comparable to a Supervising Deputy District Attorney with Madera County.

Training:

Graduation from an accredited school of law.

License or Certificate:

Active membership in the California State Bar.

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment.

Effective Date: December, 2005